

---

---

## Fees Policy

---

---

### **RATIONALE**

Mt Hira College was established to provide an affordable and quality education for the local community. As an independent school, Mt Hira College's income is received from Government Grants, College fees and local fundraising. The level of fees charged must be sufficient to support the educational programs of the College. The College Board is responsible for reviewing and setting the fees. They will be sensitive to the financial constraints upon families wishing to send their children to Mt Hira College.

The College Fees Policy must be interpreted considering Mt Hira College's Vision and Mission statements and read in conjunction with the Enrolment Policy.

### **PURPOSE**

- To provide clear guidelines and protocols to staff and parents regarding fees, payments schedules and methods of payment.
- To outline procedures to be followed if payments are not made by the due dates.

### **SCOPE**

All Parents/Carers, Staff, Executive, Board, Contractors, Volunteers, and community members of Mt Hira College ("the College").

### **WHAT THIS POLICY EXPLAINS**

For this Policy, the word "fees" includes all fees charged by the College.

#### **Enrolment Fee**

- Enrolment Fee – a non-refundable enrolment fee of \$150 per child is payable upon successful enrolment.

#### **Tuition Fee**

- Primary School Tuition Fee (F – Y6) – Appendix 1
- Secondary School Tuition Fee (Y7 - Y12) – Appendix 1
- Capital Fee – Appendix 1

#### **Discounts**

- **Upfront Payment for a Discount - Annual Upfront payment - 15% Discount (if paid by Due Date of the issued invoices)**  
Make one annual payment for tuition fees including any outstanding balance by the due date of the issued invoices to receive a 15% discount.
- **Sibling Discounts**

• Child One	No Discount
• Child Two	15% discount of Tuition Fee
• Child Three	30% discount of Tuition Fee
• Child Four and subsequent	Free

- **Other Discounts**

- A further 25% discount applies on the Tuition Fee to Pensioners and Current Health Care Card Holders.
- A further 25% discount on the Tuition Fee applies to all Mt Hira College staff.

### **Billing**

- A. Annually in advance – the first invoice of the year will show the total annual fees.
- B. All other Payment Plans via Edstart (Repayments Weekly, Fortnightly or Monthly).

Edstart are a school payment specialist institution. Edstart Pay option will allow you to pay fees by instalments spread evenly across the entire year on a weekly, fortnightly or monthly basis for **no extra cost**. To set up a plan, register with Edstart online via: <https://edstart.com.au/mthira> or contact Edstart on 1300 139 445.

### **Method of Payment**

- EFT/Bank Transfer Payments:

National Australia Bank  
Account Name: Mount Hira College  
BSB No: 083-004  
Account No: 751392615

- Compass app
- Cash/Cheque
- EFTPOS/ Credit Card/ Debit Card at the main office
- Edstart (see above for details)

**Note:** Payment by cash must be made in person at the office and a receipt obtained. Any claim that fees were paid in cash must be accompanied by an official school receipt.

### **Overdue Accounts & Non-Payment of Fees**

While the College is supportive of families who find themselves in difficult circumstances, the College rigorously follows up on all overdue accounts. Reminder notices will be issued by email, SMS and letter to all families who have not settled the fees account by the due date, where a parent has not made payment in full, does not have a payment arrangement through the school in place or has not successfully applied to make the payment through Edstart.

If the fees have not been paid by the due date, a student may be suspended until:

(a) payment of the entire debt is made in full, or.

(b) the parents and the College enter into a written agreement or payment plan with respect to the debt.

The College reserves the right to suspend or cancel the enrolment of a student at the beginning of a term if any amount payable remains outstanding except in cases where a prior arrangement has been made with the Principal or Business Manager. The principal ultimately has discretion regarding student suspensions.

The College reserves the right to recover any costs and legal fees associated with the collection of overdue accounts. This will be done where reminder notices are persistently ignored or arrangements to pay overdue accounts are not made or honored. This is done to ensure fairness to families who do pay fees in accordance with the College's fee policy. All expenses, costs and disbursements incurred by the College in recovering any outstanding monies, including agency fees and solicitor costs shall be charged to the Fee Payer.

The enrolment form accepting a place at the College which is signed by parents is a binding legal agreement with the College to pay these expenses, costs and disbursements to the College and indemnifying the College in relation to such monies is a condition of a student's enrolment.

All signatories to the enrolment form are jointly and severally responsible or liable for all fees and charges payable because of enrolling the child at the College. This arrangement continues irrespective of any changes in the relationship of the signatories, or any court order or child support arrangements. The College is prepared to issue separate invoices to separated parents (it may require additional paperwork).

### **Financial Hardship**

The College recognises that circumstances may arise which requires families to seek changes to how fees are going to be paid. Such changes are to be discussed and arranged with Accounts Department and Business Manager via email: [accounts@mthira.vic.edu.au](mailto:accounts@mthira.vic.edu.au) or phone 03 9709 0100. Families are encouraged to communicate early and often, through such periods. Please contact the Accounts Office as soon as possible so we can assist. The granting of such special arrangements is at the discretion of the College.

Parents/ Fee payers must submit any Fee Relief Form requests in writing and must include the reasons for the request. Parents will also be required to apply via Edstart. The request will be assessed by a committee to determine the level of assistance to be granted.

### **Students Leaving the College**

Mt Hira College requires one full term's written notice when a student is to be withdrawn from the school. For students who will no longer attend Mt Hira College the following year, Student Exit form must be handed in before the beginning of Term 4 of their current enrolment. Failure to provide a term's written notice will result in being liable for one full term's fees.

A Final statement will be issued by email. Exited families must settle any outstanding fees within four weeks of exiting the College unless a payment arrangement has been negotiated and approved by the Business Manager. Any family failing to settle the account or to negotiate a payment plan will be referred to a debt collection agency for immediate recovery action.

Should an exited family default on a repayment arrangement, the accounts will be referred immediately to a debt collection agency for recovery action.

### **Annual Fee Review**

Fees are reviewed and set annually by the College. Fees are published in the College's newsletter and on the College's website in December of each year. The College reserves the right to make changes regarding fees and conditions.

## **WHEN THIS POLICY APPLIES**

At all times.

Ratified by the Board on: 16/11/2023.

Chairperson: Mr Tugrul Usta

Signature: \_\_\_\_\_

This policy will be communicated to staff, parents, students, and the wider community through one or more of the following channels: newsletter, assemblies, staff/student handbook, College website, staff meetings and information sessions.

*This policy will be reviewed as part of the College's 2-year review cycle.*

### PRIMARY (FOUNDATION – YEAR 6) ANNUAL FEES

SCHOOL FEES	1 <sup>ST</sup> CHILD	2 <sup>ND</sup> CHILD 15% Discount	3 <sup>RD</sup> CHILD 30% Discount	4 <sup>TH</sup> AND SUBSEQUENT CHILDREN FREE
Annual	\$2,160.00	\$1,836.00	\$1,512.00	FREE
Annual with 25% Discount (Healthcare Card Holders *)	\$1,620.00	\$1,377.00	\$1,134.00	FREE

(\* ) A 15% discount is available (on tuition fees only) if the annual School Fee is paid in full by the due date of the annual school invoice issued for 2024.

### SECONDARY (YEAR 7 – YEAR 12) ANNUAL FEES

SCHOOL FEES	1 <sup>ST</sup> CHILD	2 <sup>ND</sup> CHILD 15% Discount	3 <sup>RD</sup> CHILD 30% Discount	4 <sup>TH</sup> AND SUBSEQUENT CHILDREN FREE
Annual	\$2,900.00	\$2,465.00	\$2,030.00	FREE
Annual with 25% Discount (Healthcare Card Holders *)	\$ 2,175.00	\$ 1,848.75	\$1,522.50	FREE

(\* ) A 15% discount is available (on tuition fees only) if the annual School Fee is paid in full by the due date of the annual school invoice issued for 2024.

### COMPULSORY ANNUAL CAPITAL FEE: \$250 (PER FAMILY)

\* Pensioners & Current Health Care Card Holders: 25% Discount

#### BILLING

- Annually in advance – the first invoice of the year will show the total annual fees.
- All other Payment Plans via Edstart (Repayments Weekly, Fortnightly or Monthly).

Edstart is a school payment specialist institution. Edstart Pay option will allow you to pay school fees in installments spread evenly across the entire year on a weekly, fortnightly or monthly basis for **no extra cost**. To set up a plan, register with Edstart online via: <https://edstart.com.au/mthira> or contact Edstart on 1300 139 445.

#### Method of Payment

- EFT/Bank Transfer Payments:

National Australia Bank  
Account Name: Mount Hira College  
BSB No: 083-004  
Account No: 751392615

- Compass app
- Cash/Cheque
- EFTPOS/ Credit Card/ Debit Card at the main office
- Edstart (see above for details)

**Note:** Payment by cash must be made in person at the office and a receipt obtained. Any claim that school fees were paid in cash must be accompanied by an official school receipt.